

Vigo County Parks has openings for **seasonal help** for the timeframe of May 1st – Oct.15th.

These open positions will enforce park rules and regulations, provide security, respond to emergencies as well as maintain the park grounds including cleaning, restrooms, and trash removal. Valid driver license and drug screening required.

In addition, the parks will be hiring for **lifeguards**. Applicants need to be First Aid and CPR certified. Drug screening required.

Applications can be filled out or resumes may be sent to:

Attn: Human Resources

Vigo County Annex

650 S. 1st St.

Terre Haute, IN 47807

Applications are accessible at the County Job Board near the northwest entrance of the County Annex Building or the County website www.vigocounty.IN.Gov under the subtitle Employment.

No phone calls please. EOE

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	General Maintenance
DIRECT SUPERVISOR:	Foreman
PAY AND HOURS:	\$8/hour - 40 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	Assist full-time staff on seasonal maintenance projects. Maintain the cleanliness of the park shower houses, rest rooms, and other park facilities used by the public.

MAINTENANCE DUTIES AND RESPONSIBILITIES:

- Cleaning – shower houses, rest rooms, shelters, and/or other facilities used by summer visitors.
- Trash pickup and removal – pickup and remove trash/garbage in campground, around picnic areas, etc.
- Responsible for using park vehicles and materials responsibly.
- Public relations – be courteous at all times with the public. Offer assistance when appropriate.
- Safety – report immediately any conditions that might affect safety of public.
- Report any unusual or suspicious behavior.
- Assist in warning campers of severe weather conditions approaching.
- Safety rules and procedures – must observe safety rules and procedures as well as remind park visitors of them when necessary.
- Other tasks that might arise and need attention.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Valid driver's license required to drive county vehicles.
- Must pass drug test.
- Ability to communicate with individuals of all ages.
- Ability to confront individuals not in compliance with park rules.
- Ability to work in or outdoors in all kinds of weather.
- Willingness to learn procedures and work when needed.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must have telephone or other means to be contacted should emergencies arise.
- Experience helpful, but not required.
- Hepatitis B vaccination required. (provided by park department)

PHYSICAL REQUIREMENTS

- Ability to exert physical effort in moderate to heavy work including but not limited to: lifting, carrying, pushing and pulling, stooping, kneeling, climbing, etc.

PERSONAL CHARACTERISTICS:

- Ability to work outdoors in all kinds of weather
- Willingness to pitch-in and work in areas other than maintenance
- Dependable
- Truthful
- Orderly
- Initiative
- Alert and aware of safety

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	Security
DIRECT SUPERVISOR:	Foreman
PAY AND HOURS:	\$8/hour - 32-40 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	To protect the safety of the public and provide security service on parkland.

MAINTENANCE DUTIES AND RESPONSIBILITIES:

- Security – enforce park and campground rules and regulations. Keep eyes and ears open and alert for problems. Watch for unusual behavior, such as casing the campground or parking lot with possible intention of theft.
- Public relations – be courteous at all times with the public. Offer assistance when appropriate.
- Safety – report any conditions that might affect safety of public and/or staff. Warn campers of severe weather conditions approaching.
- Perform other tasks that might arise.
- Must observe all safety rules and procedures.
- Responsible for using park vehicles and materials responsibly.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Valid driver's license required to drive county vehicles.
- Must pass drug test.
- Ability to communicate with individuals of all ages.
- Ability to confront individuals not in compliance with park rules.
- Ability to work in or outdoors in all kinds of weather.
- Willingness to learn procedures and work when needed.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must have telephone or other means to be contacted should emergencies arise.

PERSONAL CHARACTERISTICS:

- Ability to work without close supervision
- Willingness to pitch-in and work in areas other than maintenance
- Dependable
- Truthful
- Orderly
- Initiative
- Alert and aware of safety

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	Gatekeeper
DIRECT SUPERVISOR:	Foreman
PAY AND HOURS:	\$8/hour - 32-40 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	Collecting camping fees and providing information to park visitors is the primary task of the gatekeeper at each park.

DUTIES AND RESPONSIBILITIES:

- Camping fees – collect appropriate camping fees, write receipts, and do necessary paperwork required by the State Board of Accounts.
- Information – provide information about the park and park rules and regulations to campers and park visitors.
- Telephone – answer park telephone, take messages for staff, and provide information as needed. Refer calls to the park office when appropriate.
- Public relations – be courteous at all times with the public.
- Safety – report any conditions that might affect safety of public and/or staff. Report any unusual or suspicious behavior. Assist in warning campers of severe weather conditions approaching if needed.
- Lifeguard time sheets – take care of lifeguard time sheets. (Hawthorn Park only)
- Perform other tasks that might arise.
- Report to the foreman or assistant superintendent any problems that need attention. Fill out incident reports and give to foreman for delivery to office.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Must be proficient at making change and handling money.
- Ability to communicate with individuals of all ages.
- Ability to commonly confront individuals not complying with park rules.
- Ability to get along with fellow employees so that work environment is not hindered.
- Must pass drug test.
- Willingness to learn procedures and work when needed.
- Must have telephone or other means to be contacted should emergencies arise.

PERSONAL CHARACTERISTICS:

- Ability to work without close supervision
- Dependable
- Truthful
- Orderly
- Initiative

VIGO COUNTY PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION

POSITION:	Pioneer Village Caretaker, Interpreter, and Tour Guide
DIRECT SUPERVISOR:	Fowler Park Foreman
PAY AND HOURS:	\$8/hour - 32 hours per week including weekend hours
CLASSIFICATION:	Seasonal, Non-Exempt Employee: <i>May 1-October 15</i>
SCOPE AND PURPOSE:	Maintenance of Pioneer Village environment and interpretation of Village while giving tours to the public.

DUTIES AND RESPONSIBILITIES:

- Gardening - upkeep of village environment including planting and caring for a vegetable garden within the village and field crops north of the village; care of present shrubs, bushes, flowers, etc. as directed.
- Interpretation – tour visitors through village explaining history of cabins and era.
- Trash – pickup and remove any trash/garbage in village.
- Maintenance – repair/replace fences as needed; do minor cabin repairs.
- Security – report any unusual or suspicious behavior; be vigilant for theft or damage within village environment. Fill out incident reports.
- Safety – observe safety rules and procedures.
- Tools and Equipment – use responsibly and return to shop when task completed or at the end of workday.
- Public Relations – be courteous at all times with the public.

MINIMUM SKILLS/QUALIFICATIONS REQUIRED:

- Master Gardener or creditable gardening experience desired.
- Ability to communicate with individuals of all ages.
- Interest in history and culture of early Indiana.
- Ability to confront individuals not in compliance with park rules.
- Willingness to learn procedures and work as needed.
- Ability to get along with other park employees so that work environment is not hindered.
- Valid driver's license required for driving county vehicles.
- Must pass drug test.
- Must have telephone or other means to be contacted should emergencies arise.

PHYSICAL REQUIREMENTS

- Ability to exert physical effort in moderate to heavy work including but not limited to: lifting, carrying, pushing and pulling, stooping, kneeling, climbing, etc.

PERSONAL CHARACTERISTICS:

- Ability to work without close supervision
- Ability to work outdoors in all kinds of weather
- Willingness to pitch-in and work in areas other than maintenance
- Dependable
- Truthful
- Orderly
- Initiative
- Alert and aware of safety